# INSTRUCTIONS FOR USE

This template is for Senate Policies and must be used properly for the Senate to consider the policy for approval.

This template has a specific and special header that will appear on the first page of the policy document and not on subsequent pages.

On the second and subsequent pages, the header changes to contain only the Senate Policy number and the name of the policy.

The template footer has a page number counter and a reference to the template version that is being used. (The revision number has the form yy-mm-dd for the year, month, and day the revision was created and published for Senate use.)

## Existing Elements

The top of the first page must have the ‘California State University Channel Islands POLICY MANUAL’ image. The text fields ‘Division of Academic Affairs’, ‘Policy Number’, ‘Approved By:’, ’Effective Date’, and ‘Total Pages’ should not be modified.

The **only modification** the policy author should make to the first page header is to add a date to the right of the ‘Effective Date:’ field. The Senate Office will make all other modifications.

This template has a running header (for the second and subsequent pages) that reads as ‘SP YY-XX: NAME’. The policy author must change this so that

* ‘YY’ are the last two digits of the starting year of the Senate’s term
* ‘NAME’ is the name of the policy. If the name of the policy is too long to be aesthetically pleasing in the header, an abbreviated policy title may be used.

## Microsoft Word ‘Styles’

This document template makes use of Microsoft Word styles. The policy author should open the ‘Styles Pane’ and use defined styles so their policy document is consistent with other policy documents. Here are some custom styles used by the policy template along with a description of how they are used.

**Body**: used for the body text of the policy. This includes automatic spacing after a paragraph break.

**Heading Information**: used for the header text on the first page. Should not be used elsewhere.

As more specific styles are used in policy documents, the above description of styles used will be revised and the policy template document will be updated.

## Writing Style

The font used should be Times New Roman or Calibri in 12 point, single-spaced.

The writing of the policy should conform as much as possible to the University Identity Style Guide[[1]](#footnote-1)\* and *Gardner’s Modern American Usage*. (When the two conflict, Gardner’s should prevail.)

There should be no line numbering.

These instructions should be deleted from your policy document before distribution.

1. \* As of this writing, the University identity Style Guide can be found online at https://www.csuci.edu/cpr/documents/writing-style-guide-oct2022.pdf. [↑](#footnote-ref-1)